



The Cuncolim Educational Society's
College of Arts & Commerce

CUNCOLIM, SALCETE, GOA - 403 703

(Affiliated to Goa University) Reg. with UGC under Section 2(f) & 12(b)
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Whatsapp : 8766614175 Principal Email: principal@cescollege.ac.in No.: 0832-2865774
Website: <https://cescollege.ac.in>

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LIBRARY POLICY

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1. Introduction:

The Library plays an important role in supporting the academic program of the college. It is an integral part of the educational process in the College Campus. It is established immediately after the establishment of the College in 1987. The Library helps the students, teachers, researcher to explore updated and latest information related to their field of interest.

The existing Library occupies area about 2690 sq. feet. The Library has rich collection of 8026 books. The library is having open access. The Library collection includes Textbooks, Reference books, Handbooks, Encyclopedias, Light reading magazine, Novels and Story books in Hindi, Marathi and English literature. The Library functions between 7.30 am to 5.00 pm on working days. Apart from the books, Library subscribe Indian and foreign journals/Periodicals and Newspaper. The entire library book collection is classified according to the DDC (Dewey Decimal Classification) The library is fully computerized with KOHA (Library Software). The circulation transaction, No dues certificates, Reminder are carried out through software.

2. Role of Library

The college library serves as a vital hub for information, research, and learning, supporting the academic mission of the institution and fostering a culture of intellectual inquiry and exploration. The library uses modern technology to deliver information at the right time to the readers.

3. Vision

To be recognized as the primary knowledge hub that empowers students, faculty, and researchers with access to diverse and high-quality information resources.

4. Mission

- The mission is to support the academic pursuits of students, faculty, and researchers by offering a diverse and up-to-date collection of print and digital resources, including books, journals, databases, and multimedia materials.
- To provide innovative quality service by upgradation of new technology.





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5. Objectives

- To ensure timely acquisition and organization of relevant and diverse print and digital resources to meet the academic and research needs of students, faculty, and researchers.
- To implement efficient Library Management systems to optimize resource retrieval.
- To serve the library users irrespective of caste and class.

6. Library Committee:

The role of the Library Committee is to plan, advise and review library policies for the effective management of its resources and services. The Principal is the chairman of the committee. The tenure of this committee is of One year. The committee meetings are held twice a year.

6.1 Composition

Library Advisory Committee consists of the following members

Sr. No.	Designation	Position
1	Principal	Chairman
2	Librarian	Co-Ordinator/Member Secretary
3	Four teaching faculties	Member

7. Library usage Policy

7.1 The Library Rules:

- Only registered members are allowed to use the Library.
- Members should produced their ID card at the entrance of the Library
- ID Cards have to be scanned at the entrance of the Library to record the footfalls.
- Students membership of the library is renewed at the beginning of academic year.
- The Reference books and projects are issued overnight.
- Borrowers must satisfy themselves with physical condition of the book they borrowing.



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- Reader should not write-in, mark or otherwise disfigure/damage books, furniture etc.
- Readers are not allowed to bring their personal belongings like bags, umbrella in Library. These materials are to be kept at the property counter at their own risk. Readers are advised not to leave their precious and valuable at the properties counter.
- Library can recall any book even before the due date.
- Conversation and discussion disturb the library atmosphere, therefore Readers should observe strict silence and switch off their mobile phone or keep them on the silent mode in library premises.
- Books to Faculty members and the Non faculty members will be issued for semester. The Issued books must be return to library at the end of the each semester. No books will be issued for the next semester if they do not return or renew the books.
- Smoking, beverages, eatables are not allowed in the library.
- No photograph of the library shall be taken without proper permission from the authority.

7.2 General Rules:

- Members shall observe total silence in the library premises. Members shall not engage in conversation or discussion in any part of the library so as to cause annoyance to any other reader.
- Members shall not bring their personal belonging and library books borrowed by them inside the library unless for return.
- Members leaving the library should show the documents which are being taken out of the library to the staff at the check points.
- The staff member at the property counter is authorized to verify and examine everything that goes in /out of the library.
- Use of personal book (Academic Book Only) is allowed only after prior permission from the Librarian.
- Members are responsible for any damage caused by them to the book or any other property belongs to the library.
- The members caught tearing pages, stealing of book are suspended from using library facility and further disciplinary action are taken against them by library.
- Librarian reserves the right to suspend the membership of any member found misbehaving, abusing the library staff or behaving in an indecent manner.





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- Tables and chairs should not be disturbed from their position. User should avoid resting their feet on table, chair, shelves and windows.
- Books and the Bound volumes of the journals should be handled with great care. Students should not keep the volume open on the table or insert notebook and pencil in between the pages and close them. Pages must not be folded to serve as book marks. Mutilation and disfiguring of pages of library materials by ink or pencils are strictly prohibited.
- Users are requested to leave the book on the table after consultation. Please do not replace the book and also do not move the book from its specific area to another area. Book misplaced is considered as book lost.
- Smoking and eating in the library premises is strictly prohibited. Utmost care shall be taken by all to maintain cleanliness at the Library Premises.
- Books issued on loaned are protected from RAIN, DUST and INSECTS etc.

8. Library Membership:

For using the library services library membership is must. All the faculty members, staff and student of the college can register themselves for the membership. Library membership is free to all Permanent College Employees. Temporary membership will be given to Adhoc faculty. Application forms for membership is available in the library. It can also download from the college website. The completed filled in application duly forwarded by the respective Head's of the department along with pass port size photograph should be submitted to the librarian. Identity card issued to the employee, student by the college is treated as a library card. Library card is not transferable. Members cannot give their library card to other user. No books will be issued without identity card. Members proceeding on long leave or on deputation exceeding three months should return the books that are borrowed by them.

9. Library Services:

9.1 Reference service:

The Library maintains a separate Reference section. The books of these sections are to be consulted in the Library. However, keeping in view the necessity of the Teaching Faculty these books may be allowed to issue for short period of time. Important Encyclopedias,





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Handbooks, Data books, Dictionaries, and other books are available in this section. Special reading facilities for Research Students and Teachers are provided in the library.

9.2 Internet services:

College Library is provided internet facility to all its users for searching online journals and other document. Library has separate computer section around 05 computers and 02 TVs are made available with internet connectivity for students for accessing online journals, e-books and project work.

9.3 Photocopy and Printing services:

The Library offers photocopying and printing services to all its readers with reasonable charge (Rs.1/- per page)

9.4 Newspaper Clippings:

Articles on college news appeared in the various newspaper are cut and field in the "Newspaper Clipping File" and also uploading at college website.

9.5 Email Service:

On demand soft copy of Question Papers, Syllabus, etc. provided to the students and faculty members by using email on internet.

10. Library Circulation Procedure:

Circulation section is the gateway between users and documents so it plays a major role to any Library and Information System. College Library Circulation Section performs issue, renewal, return of books using Koha software. Apart from these basic task other tasks like membership registration, issue no-dues certificate, overdue fine collection, book reservation, Borrowers Reminder and users queries settlements are managed by this section.

10.1 Loan Criteria / Borrowing entitlements for Faculty/Staff / Students: Any registered member can borrow the books from the library as per their entitlements. Books





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on the loan with members can recall at any time before the due date if required urgently in the library. Failure to respond promptly may lead to suspension of Library Facility.

The entitlements in terms of number of books that can be borrowed by them are as follows.

Borrowers Entitlement:

Category	No. of Books	No. of Days
Students	10	14
Faculty	30	180
Non-Teaching Staff	5	30

10.2 Books that Can and cannot be borrowed:

Books that can be borrowed:

- Books from the Lending section are borrowed.
- DVDs, USB stick can be borrowed for a period of one day.
- Reference books are issued only to the faculty and students for short period i.e. for 1 day or overnight.

Books that cannot be borrowed:

- Journals Bound Volumes, Loose issues of journals and the latest available issue of the magazines can be referred within library premises and are not available for issuing out.
- Projects submitted by College Students is not issuable.

10.3 Renewals/Reservations and Over Due/Fines: Books can be renewed for another same term if there is no demand for them. The renewal must be made on or before the due date.

10.4 Theft / Misuse of Library resources: The theft or misuse of Library resources like books, Journals issues, etc. will be viewed very seriously. Each case will be examined to ascertain its genuineness and the matter will be reported to the Library Committee/Principal for further action.





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10.5 Library Dues

Library payments like Loss of Library books can be paid at Library.

10.6 Book Reserve: Off-line – Visit the library and give details of the book at the Circulation Counter. Identity card is must for reserving the books. You can reserve only issued books. No claim/reserve will be accepted if the book is available.

10.7 Issue / Return Procedure:

While Issuing Books:

Students have to search the required books for home lending from the stacks. Bring it to the issue counter. Library staff makes the necessary entry in the software and issue the books and then handover to member for home lending. Members should see the condition of the books before borrowing them.

While Receiving the Books:

- Quickly glance the book for any damage.
- Check due Dates & any claim for necessary action.
- Return books.
- Send them to stack for shelving

11. Stack Management:

Collection and organization play a very important role in ensuring the optimum utilization of Books, Periodicals kept in the Library. At present the learning resources are stacked in the General Stack area, Reference Section, Periodical section, and Newspaper display area. Library staffs observes different sections of the stacking areas, and monitors the same. Efforts are taken to re shelves the books which are carried out for reference immediately.

12. Library Budget:

The library funds are distributed among the subjects based on the number of papers taught in each subject.



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13. Procurement of Learning Resources:

Books and periodicals are procured as per the GOC guidelines, the Govt. of India's decision "The position of library books, etc. is different from that of stores. Hence the definition of the goods excludes library resources like books, journals and other learning materials.

13.1 Procurement of Books

- Faculty and HOD can recommend the books to be procured for their courses and research.
- Students can also recommend the books for procurement provided their recommendation is endorsed by a HOD.
- Receiving Recommendations by requisition form
- Purchase orders will be issued by the Principal
- Find out the exact details of the Title recommended.
- Duplicate Checking
- Correspond with Suppliers / Venders for checking availability status.
- Put up for approval (Principal)
- Prepare and issue Purchase order.

13.2 Terms and Conditions for Vendors:

- Period of supply: Maximum valid period to supply these books is 10 weeks. The order will stand cancelled after this period unless confirmation for extension of order period is obtained from us.
- Payment: Within 30 days after satisfactory supply of the Books.
- Edition: The supplier must supply only the latest editions and shall not remainderd titles..
- Freight: Consignee's Place
- Proof of the price of the book should be given if not printed on the book..
- Bill should be in the name of the Principal/College. One copy of the bill is sent in the book packet.
- Defective copies of books are returned at supplier's cost.





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13.3 Procurement Process:

Initiation of Acquisition:

Accessioning:

- Accessioning: enter the details of the Invoice and Books in Accession Register.
- Assign Accession Numbers to titles in Computer Purchase Bills.
- Enter in Library Management Software (Koha)
- Pass entries in Bill Register and forward bills.
- Maintain Bill File.

Invoice Processing:

- Receive Books from suppliers/Vendors.
- Crosschecking with Purchase orders
- Foreign Exchange Rate Verification as per Good Offices Committee Report rates.
- Price Proof verification for Foreign Publications and for books on which price is not mentioned. (Photocopy of the Publisher catalogue, Print out from the Publisher's Website, photocopy of the invoice received by the supplier from the distributor).

Processing Books:

- Stamping - Library Stamp to be put on the back of Title page and Last page.
- Paste barcodes Label on the Title page and Cover page and laminate it with Cello tape
- Paste Date Slip & Book Pocket on the last page.
- Prepare Book cards
- Send the completely ready to use new arrivals to New Additions Rack, Reference section or Reserve Shelf, as the case may be.

13.4 Procurement of Periodicals:

Procurement of periodicals is different than the books procurement. Librarian is subscribing periodicals, with the recommendation of respective Heads and approval from the Library Committee /Principal.





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Indian periodical is to be ordered from local vendor. Other foreign and Indian periodicals subscribed through authorized vendor with repute. Subscriptions to Periodicals generally start from the January. Advance payment is made against the invoice raised by the vendors. Conversion rates are as fixed by the Good offices Committee.

Classification:

- Books are classified according to the DDC Schedule.
- Class No. is mentioned on the back of Title page.
- Key words are assigned for all the books with help of DDC Index/Sears list of Subject Heading.

Cataloguing:

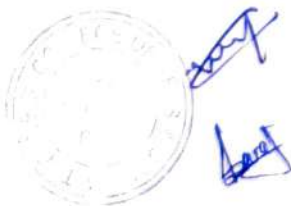
- Bibliographic Details of each book is entered into Cataloguing Module
- Assigning Keywords
- Data validation: Regular editing of various access points in the database like author, Title, and Class No. etc.
- Making Analytical entries, wherever needed.

14. Stock verification and procedure to write off Books:

Physical verification of the library stock has to be carried out to identify the losses and mutilated documents that need repair or weed out from the library collection. The verifications are to be carried out with the help of existing library staff.

14.1 Procedure for write off:

Regarding list of the books not found during the stock verification. Library takes necessary efforts to find out the books from the missing list. A book may be considered as lost only when it is found missing from two consecutive stock verification report. Thereafter the action on write off books is taken by the Library Committee. The final list is put up before the library committee for its approval.



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Once it is approved by the library Committee, the order to write off will be issued by the Principal for its disposal. After making the necessary entries in the Accession Register/Write off Register, the record of such books will be removed from the database.

14.2 Guideline in respect of the Loss of books:

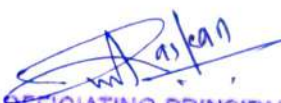
Loss of book must be reported immediately to the Librarian in writing. Staff/students can make the replacement against the lost book with new brand latest edition of that book with prior permission from the Librarian. Late fine, if any will be charged till the loss of is reported. If the original library book is returned after reporting it lost, the fine will be calculated till the date of its return. It should be limited to triple the cost of the book. All the overdue must be paid before additional library book may be borrowed.

15. Future plan of the Library:

- To enrich the e-collection of Library.
- To make library Digital Repository.
- To Establish Library security system with RFID Technology with integrated Library, Software.


(IQAC Coordinator)




OFFICIATING PRINCIPAL
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